

1. Application Date 8-17-76		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN - 1 1977 77-155 JUN 22 1977	
2. Agency Application No.		3. AGENCY, Division, Subdivision & Administering Office Address The Traffic Safety Department Public Safety Division University of Georgia		4. Person to Contact Captain Ernest Nix	
5. Working Title Police Captain				6. Tel. No. 542-2200	
7. ACTION REQUESTED <div style="display: flex; justify-content: space-between;"><div><input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.</div><div><input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATIONS; NO FURTHER ACCUMULATION ANTICIPATED.</div></div>					
8. Earliest & Latest Dates of Series July 1974 to the present		9. Exact Series Title Payroll Deductions for Faculty/Staff Delinquent Fines File			
10. What is the function of the office in which this record series is created The Traffic Safety Department is responsible for traffic safety on the campus, the orderly parking of 33,000 registered cars, 700 motorbikes, and 2,000 bicycles. Other areas of responsibility are computerized vehicle registration; payroll deductions for reserve parking; violation control records, the collection of over \$140,000 yearly in traffic and parking fines; flagged records for students with delinquent fines, publication of traffic and parking regulations, and other required surveys related to the Public Safety Division.					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement): <u>Payroll Deductions for Faculty/Staff Delinquent Fines File</u> These records pertain to the notification of, and accessment of, fines against the University of Georgia Faculty and Staff. Included are: Letters to Employees involved and Copies of violations, Filed by date of payroll deduction.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers		1	6	2 12	
Legal-size File Drawers				In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Year's	
				AVERAGE DAILY REFERENCES	
				2 2 2 1	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

	YES	NO
13. Is this the Record Copy of the series?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
14. Is there a duplication of this series in another office or agency?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication.	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Does the series contain classified information requiring security handling?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
17. Does the series initiate, amend or terminate agency policies and procedures?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. Could the function be performed if the files were lost or destroyed?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Is the series (or major portion of it) regularly microfilmed? If yes, why?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
20. Does the record series provide data as input to an EDP file?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Does the record series contain documentation produced as EDP printout?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
22. Has the Federal Government issued instructions governing retention/disposition of these files?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
23. Will there be a need for these records 10, 15 years from now? If yes, what?	<input type="checkbox"/>	<input checked="" type="checkbox"/>

24. REQUIREMENTS. The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

- ☐ CALENDAR YEAR - ☒ FISCAL YEAR - ☐ Other

then:

- ☒ Hold in the current files area 2 month(s)/ 2 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Rahul Edgema

Attach Samples of the Series

26. Recommendations

in Paragraph

25 are:

State

Records

Committee

☐ Approved ☐ Disapproved

☒ Approved ☐ Disapproved

☒ Approved ☐ Disapproved

☒ Approved ☐ Disapproved

Head of Agency/Designee

Department of Audits/Designee

Secretary of State/Designee

Department of Law/Designee

Date

Date

Date

Date

Date

5/12/77

5-26-77

6-26-77

6-17-77

6-20-77